CITY AND COUNTY OF HONOLULU
REAL PROPERTY TAX CREDIT FOR HOMEOWNERS
TAX YEAR 2013-2014
APPLICATION INSTRUCTIONS T-RPT100

Please refer to the "***Real Property Tax Credit for Homeowners***" information brochure to obtain information about the program including the qualification requirements.

How to Apply for the Tax Credit:

1. Complete **Application Form T-RPT100**.
2. Complete **Worksheet A** if you filed a Federal Income Tax Return for 2011, or
   Complete **Worksheet B** if you did not or are not required to file a Federal Tax Return.
   Each titleholder must file either a Worksheet A or B, except for joint filing.
3. Submit all **required documents**.

Instructions for Completing Application Form T-RPT100 on page 3 & 4.

Section A: Enter tax map key (TMK) number and property address.
Section B: Enter property owner's name, mailing address, and phone number.
Section C: Answer all five questions.
Section D: List the names and income of all owners on title.

- *Enter each titleholder's income from Worksheet A (line 3C), or Worksheet B (line 3A).*
- *Please write your full middle name if you have one.*
- *Add all of the incomes and enter in the total line.*

Section E: Check **YES** or **NO** based on the total income in Section D.

- *If **YES**, you do not qualify. Please do not file this application.*
- *If **NO**, go to Section F.*

Section F: All titleholders must sign this application.
Section G: Enter a contact person, if someone other than the applicant should be called.

Instructions for Completing Worksheet A on page 5.

Complete Worksheet A if you filed a Federal Income Tax Return for 2011.

- Owner Information: Enter all requested information.
- Titleholder's Income: Complete this section using your 2011 Federal Income Tax Return.
  ** If you need assistance in completing this section, please call 768-3205.*
- Required Documents:
  1. IRS Tax Return Transcript of your 2011 Federal Tax Return (See How to Obtain IRS Transcript on Page 7).
  2. Copy of 1099 forms or W2 forms for all income sources.
  3. Copies of all schedules included with your tax return (Schedule B, C, D, E, F).

Note: Any missing documents will delay the processing of your application and may result in disqualification. If you need assistance with submitting the correct documents, please call 768-3205.

How to Obtain an IRS Transcript of Your 2011 Federal Income Tax Return on Page 7.

1. Order your transcript by phone (10 - 15 days). Call 1-800-908-9946.
2. Order your transcript on-line (5 - 10 days). Visit Internal Revenue Service at www.irs.gov.
3. Order your transcript by mail (3 - 4 weeks). Mail the form 4506T-EZ on page 9 (See sample on page 8).
4. For a same day service, go to the local IRS office in the Prince Kuhio Federal Bldg. at 300 Ala Moana Blvd. in Honolulu.

Instructions for Completing Worksheet B on page 6.

Complete worksheet B if you did not file and are not required to file a Federal Tax Return.

- Owner's Information: Enter all information requested.
- Titleholder's Income: List all income according to types of income. Enter total income.
- Required Documents:
  1. Copies of 2011 State Tax Return (if State Tax Return was filed).
  2. Copies of income documents (1099, W2, etc.) for each source of income.
  3. Copies of 2011 bank statements for each bank account (if State Tax Return was not filed).
- Sign Applicable Statement: You must sign one of the statements listed.
  - I (we) did not file a Federal or a State Income Tax Return for tax year 2011.
  - I (we) filed only a State Income Tax Return for tax year 2011.

Note: Any missing documents will delay the processing of your application and may result in disqualification. If you need assistance with submitting the correct documents, please call 768-3205.

STOP! BEFORE YOU SEND IN YOUR APPLICATION, PLEASE CHECK THE FOLLOWING:

✓ Answered all of the questions on the Application Form T-RPT100.
✓ Completed either Worksheet A or B, whichever is applicable, for each titleholder?
✓ Included all of the required documents listed in Worksheet A or Worksheet B?
✓ All titleholders have signed and dated the Application Form T-RPT 100.
✓ Kept a copy of the application and supporting documents for your records?

Failure to comply with any of the above may result in the disqualification of your application and prevent you from receiving a real property tax credit.

Note: In accordance with the Revised Ordinances of Honolulu, Section 6-11.1, the Tax Relief Office charges a fee for making copies of your records. The fee schedule is $.50 for the first copy, and $.25 for additional copies.

REMINDERS

1. You must apply for the tax credit **annually**.
2. Applications must be received or postmarked by **October 1, 2012**.

Please mail completed applications and supporting documents to:

CITY AND COUNTY OF HONOLULU
TAX RELIEF SECTION
Division of Treasury
530 South King Street, Room 115
Honolulu, HI 96813

**** If you need assistance or wish to drop-off your application, please call to make an appointment at (808) 768-3205. Tax Relief Section is located across the Alapai Transit Center at Standard Financial Building, 715 South King Street Room 505, Honolulu, HI 96813.***

CONFIDENTIAL

City and County of Honolulu
Department of Budget and Fiscal Services
Division of Treasury, Tax Relief Section
530 South King Street, Room 115
Honolulu, HI 96813
Phone: (808) 768-3205

REAL PROPERTY TAX CREDIT FOR HOMEOWNERS

APPLICATION FORM T-RPT100
TAX YEAR 2013-2014

SECTION A

TAX MAP KEY ____
Zone Section Plat Parcel Cpr

PROPERTY ADDRESS ____

SECTION B

____
Last Name First Name Middle Name

____
Mailing Address: Street Number Street Name Unit No.

____
City State Zip Code Phone

SECTION C

1, **Do you have a home exemption on this property now?**
_____ YES
_____ NO …… STOP, You do <u>not</u> qualify for the credit.

* You must maintain a home exemption through the Tax Year 2013-2014.

2. **Do any of the owners on title own other property on Oahu, elsewhere in Hawaii, in another state or territory, or in a foreign country?**
_____ YES ……STOP, You do <u>not</u> qualify for the credit.
_____ NO

3. **Do you expect the property to be sold or the owners on title to change before June 30, 2013?**
_____ YES _____ NO
Any sale of the property or ownership change must be reported within 30 days to the address above or the credit may be voided and a fine may be imposed.

4. **Is this property owned by a trust?** ………………………………………………YES _____ NO _____
If owned by a trust, was a State or Federal tax return filed by the trust………………...YES _____ NO _____
If YES, you must submit copies of the trust's tax return.

5. **Is this property a leasehold condominium?** YES _____ NO _____

APPLICATION FORM T-RPT 100

SECTION D

NAMES AND INCOME OF ALL TITLEHOLDERS

Last Name	First Name	Middle Name	INCOME From Worksheet A (3C) Or Worksheet B (3A)
TOTAL COMBINED INCOME OF ALL OWNERS ON TITLE			$

SECTION E

Is the "TOTAL COMBINED INCOME OF ALL OWNERS ON TITLE" in Section D above greater than $50,000?
____ YES………. STOP. You do not qualify for the credit.
____ NO

SECTION F: AFFIDAVIT AND CERTIFICATION

I (we) certify, under the penalty of law, that (1) the statements made in this claim and the accompanying documents are true, correct and complete to the best of my knowledge, (2) I (we) shall continue to qualify for a home exemption under ROH Section 8-10.4 throughout the tax year in which the credit is applied, (3) none of the titleholders owns any other real property anywhere during the applicable tax year and (4) none of the titleholders have violated ROH Section 8-13.5. If I (we) cease to qualify for the tax credit, I (we) must report the change(s) to the Director of Budget and Fiscal Services. I (we) understand that any misstatement of facts will be grounds for disqualification and penalties.

All owners on title must sign below.

Signature ______________________ Date   Signature ______________________ Date

Signature ______________________ Date   Signature ______________________ Date

SECTION G: CONTACT PERSON

If we have questions on your application and someone other than yourself should be contacted, please include the information below.

This hereby authorizes our office to contact the following person(s) other than yourself, regarding this application for Real Property Tax Credit for Homeowners, Tax Year 2013-2014.

Name ______________________   Relationship to Owner ______________________

Address ______________________   Phone Number   Email Address ______________________

REMINDER: THE DEADLINE TO FILE THIS APPLICATION IS OCTOBER 1, 2012

City & County of Honolulu
Real Property Tax Credit for Homeowners
FORM T-RPT-100 WORKSHEET A: TITLEHOLDER INCOME

WORKSHEET A

IMPORTANT: EACH TITLEHOLDER MUST COMPLETE WORKSHEET A IF THEY FILED A 2011 FEDERAL TAX RETURN, IF NOT USE WORKSHEET B

Tax Map Key ______________________ Parcel Address ______________________________________

Last Name | First Name | Middle Name | Soc. Sec. No. (last 4 digits) | Date of Birth

If joint return filed: Spouse's Last Name | First Name | Middle Name | Soc. Sec. No. (last 4 digits) | Date of Birth

Mailing address | Number | Street Name | Unit No. | City | State | Zip Code | Phone No.

TITLEHOLDER'S INCOME (as defined by ROH Section 8-13.1)
Refer to Your 2011 Federal Tax Return to Complete this Section

3A FEDERAL TOTAL INCOME (Line 22 on 1040; LINE 15 on 1040A; LINE 4 on 1040EZ) $ ____________ **3A**

3B ADD BACK <u>ALL</u> NONTAXABLE INCOME:

(a) Tax exempt interest (Line 8b on 1040 or 1040A) $ __________
(b) Non-taxed IRA distributions
(Line 15a minus 15b on 1040; Line 11a minus 11b on 1040A) $ __________
(c) Non-taxed pensions and annuities
(Line 16a minus 16b on 1040; Line 12a minus 12b on 1040A) $ __________
(d) Non-taxed Social Security
(Line 20a minus 20b on 1040; Line 14a minus 14b on 1040A) $ __________
(e) Nontaxable contributions to public or private pension, annuity or deferred compensation plans (Form W2, box 12 & 14) $ __________
(f) Other income ______________________________ $ __________

Total Nontaxable Income: Add lines (a) to (f) $ ____________ **3B**

3C TITLEHOLDER'S TOTAL INCOME (Sum of Line 3A & 3B) $ ____________ **3C**

DOCUMENTS THAT MUST BE SUBMITTED WITH YOUR APPLICATION
Failure to submit any document may result in disqualification

Place a ✓ mark next to the documents you are submitting.

____ **2011 Federal Tax Return Transcript—Required** (See page 7 to obtain your transcript from the IRS).
If you did not submit your transcript with this application, did you order it? Yes___ Date ordered________ No_____

Copies of the following <u>tax documents</u> must be submitted if you received any of the following incomes in 2011.

- ____ **Form W-2:** Wage and Tax Statement.
- ____ **Form 1099 - Int:** Interest Income.
- ____ **Form 1099 - Div:** Dividends and Distributions.
- ____ **Form 1099 - G:** Government Payments such as State Tax Refund, Unemployment Compensation Benefits.
- ____ **Form 1099 - R:** Distribution from Pensions, Annuities, IRA's, Retirement, Profit Sharing.
- ____ **Form 1099 - Misc:** Miscellaneous Income.
- ____ **Form SSA 1099:** Social Security Benefits Statement.
- ____ **SSI Benefit Statement:** Social Security Disability/Supplemental Payment Statement.
- ____ **Other:** Such as **W-2G** Certain Gambling Winnings.

Copies of the following <u>Tax Return Schedules</u> must be submitted if they were included with your Federal Tax Return.

- ____ **Schedule B:** Interest and Dividend Statement.
- ____ **Schedule C:** Profit or Loss from Business.
- ____ **Schedule D:** Capital Gains and Losses.
- ____ **Schedule E:** Supplemental and Loss.
- ____ **Schedule F:** Farm Income.

<u>DEADLINE TO FILE OCTOBER 1, 2012</u>. PLEASE CALL 768-3205 IF YOU HAVE ANY QUESTIONS.

City and County of Honolulu
Real Property Tax Credit for Homeowners
FORM T-RPT-100 WORKSHEET B: TITLEHOLDER INCOME

WORKSHEET B

IMPORTANT: EACH TITLEHOLDER MUST COMPLETE WORKSHEET B
IF THEY DID NOT FILE AND ARE NOT REQUIRED TO FILE A FEDERAL TAX RETURN

Tax Map Key ___________________________ Parcel Address ____

____
Last Name | First Name | Middle Name | Soc. Sec. No. (last 4 digits) | Date of Birth

____
If joint return filed: Spouse's Last Name | First Name | Middle Name | Soc. Sec. No. (last 4 digits) | Date of Birth

____
Mailing Address | Number | Street Name | Unit No. | State | Zip Code | Phone No.

TITLEHOLDER'S INCOME

(a) **Interest/Dividends** (Including Tax-exempt Interest) $ _________________
(b) **IRA** (Gross Distribution Amount) _________________
(c) **Pension and Annuity** (Gross Distribution Amount) _________________
(d) **Social Security** _________________
(e) **Wages, Deferred Compensation** (W-2, Box 12 & 14) _________________
(f) **Other Income** (Alimony, Monetary Gift/Support, Rental Income, etc.) _________________

Total Titleholder Income $ ________________ **3A**

DOCUMENTS THAT MUST BE SUBMITTED WITH YOUR APPLICATION
Failure to submit any document may result in disqualification

Place a ✓ mark next to the documents you are submitting.

____ **Copy of 2011 State Tax Return** with all Attachments and Schedules (If you filed a State Tax Return)

Copies of the following tax documents must be submitted if you received any of the following incomes in 2011.

____ **Form W-2:** Wage and Tax Statement.
____ **Form 1099 - Int:** Interest Income.
____ **Form 1099 - Div:** Dividends and Distributions.
____ **Form 1099 - G:** Government Payments such as State Tax Refund, Unemployment Compensation Benefits.
____ **Form 1099 - R:** Distribution from Pensions, Annuities, IRA's, Retirement, Profit Sharing.
____ **Form 1099 - Misc:** Miscellaneous Income.
____ **Form SSA 1099:** Social Security Benefits Statement.
____ **Other:** Such as **W-2G** Certain Gambling Winnings.
____ **SSI Benefit Statement:** Social Security Disability/Supplemental Payment Statement.
____ **Copy of 2011 Bank Statements** (Required to submit if you did not file a Federal or a State Tax Return.)
____ **Documentation of other income** (Alimony, Monetary Gift/Support, Rental Income, etc.)

PLEASE SIGN APPLICABLE STATEMENT

____________________________________ I (we) did **NOT** file a Federal or a State Income Tax Return for tax year 2011.
Signature

____________________________________ I (we) filed only a State Income Tax Return for tax year 2011.
Signature

DEADLINE TO FILE OCTOBER 1, 2012. PLEASE CALL 768-3205 IF YOU HAVE ANY QUESTIONS.

OBTAINING AN IRS TRANSCRIPT OF YOUR 2011 TAX RETURN

Transcripts are provided by the IRS at no charge

OPTION 1: REQUESTING YOUR TRANSCRIPT BY PHONE

You should receive your transcript in the mail within 5 to 10 days.

Call 1-800-908-9946. You will get a recorded message. When you hear the messages listed below, press the number next to it or enter the information requested. ***Keep this script in front of you as you place your call.***

Step	When you hear the message below	Press or enter
1	To continue with English, press 1……………………..……………………………………….	Press 1
2	Please enter the Social Security number for which you are calling………………………........	Soc. Sec. No.
3	The Social Sec. No. you entered was ___ if this is correct, press 1 now………………..........	Press 1
4	To verify your address, please enter the number of your street address. Do not enter letters or fractions (If your street number has a dash "–" such as 45-2000, enter only the 45)………..	Street No.
	Listen to the recorded information regarding transcript. Wait until you hear Step 5.	
5	**To receive a transcript of your tax return press 2**.…………………………………………	Press 2
6	Please enter the year for which you would like information……………………………………	2011
7	The year you entered is 2011, if this is correct press 1…………………………………………	Press 1
8	You have requested a transcript of your 2011 tax return, if this is correct press 1..……….......	Press 1
9	To end press 3..……………………………………………………………………………	Press 3

OPTION 2: REQUESTING YOUR TRANSCRIPT ON-LINE

You should receive your transcript in the mail in 5 to 10 days.

Visit http://www.irs.gov. Under **On Line Services**, click on **Order a Tax Return or Account Transcript**.

Note: IRS will not mail transcripts ordered on-line to an address other than the one they have on file.

OPTION 3: REQUESTING YOUR TRANSCRIPT BY MAIL

You should receive your transcript in the mail in about 3 to 4 weeks.

Step 1: Complete form 4506T-EZ (See sample on page 8)
Step 2: Fill in lines 1a through 4. Leave line 5 blank.
Step 3: Line 6 – Enter 2011 if not already pre-printed.
Step 4: Sign and date form.

Step 5: Mail to Internal Revenue Service
RAIVS Team
Stop 37106
Fresno, CA 93888

OPTION 4: REQUESTING YOUR TRANSCRIPT FROM THE LOCAL IRS OFFICE

You should receive your transcript at the time of visit to the office.

Go to the IRS Taxpayer Assistance Center located in the Prince Kuhio Federal Building at 300 Ala Moana Blvd. (corner of Punchbowl & Ala Moana). The person filing the tax return must be present with proper ID. Third party may also pick up your transcript with form 4506T-EZ (See page 9) with proper ID. Office hours: Monday – Friday 8:30 – 4:30 p.m.

For tax return transcript related questions, please call the Tax Relief Office at (808) 768-3205

Form **4506T-EZ**

(Rev. January 2012)

Department of the Treasury
Internal Revenue Service

Short Form Request for Individual Tax Return Transcript

▶ **Request may not be processed if the form is incomplete or illegible.**

OMB No. 1545-2154

Tip. Use Form 4506T-EZ to order a 1040 series tax return transcript free of charge, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

1a Name shown on tax return. If a joint return, enter the name shown first. YOUR NAME	**1b First social security number or individual taxpayer identification number on tax return** YOUR SS
2a If a joint return, enter spouse's name shown on tax return. SPOUSES'S NAME (IF APPLICABLE)	**2b Second social security number or individual taxpayer identification number if joint tax return** SPOUSE'S SS

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

CURRENT ADDRESS - Transcript will be mailed to you.

4 Previous address shown on the last return filed if different from line 3 (see instructions)

PREVIOUS ADDRESS (IF APPLICABLE)

5 If the transcript is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

Third party name | Telephone number

Address (including apt., room, or suite no.), city, state, and ZIP code

SAMPLE

Caution. If the tax transcript is being mailed to a third party, ensure that you have filled in line 6 before signing. Sign and date the form once you have filled in this line. Completing this step helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 **Year(s) requested.** Enter the year(s) of the return transcript you are requesting (for example, "2008"). Most requests will be processed within 10 business days.

2011 ______ ______ ______

☐ Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return.

Note. *If the IRS is unable to locate a return that matches the taxpayer identity information provided above, or if IRS records indicate that the return has not been filed, the IRS may notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable.*

Caution. Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am the taxpayer whose name is shown on either line 1a or 2a. If the request applies to a joint return, **either** husband or wife must sign. **Note.** *For transcripts being sent to a third party, this form must be received within 120 days of the signature date.*

Sign Here

YOUR SIGNATURE — SIGN HERE

Signature (see instructions) | Date | Phone number of taxpayer on line 1a or 2a: PHONE NUMBER

SPOUSE'S SIGNATURE (IF APPLICABLE)

Spouse's signature | Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 54185S Form **4506T-EZ** (Rev. 1-2012)

Form **4506T-EZ**

(Rev. January 2012)

Department of the Treasury
Internal Revenue Service

Short Form Request for Individual Tax Return Transcript

► **Request may not be processed if the form is incomplete or illegible.**

OMB No. 1545-2154

Tip. Use Form 4506T-EZ to order a 1040 series tax return transcript free of charge, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number or individual taxpayer identification number on tax return**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number or individual taxpayer identification number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 If the transcript is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

Third party name	Telephone number

Address (including apt., room, or suite no.), city, state, and ZIP code

Caution. If the tax transcript is being mailed to a third party, ensure that you have filled in line 6 before signing. Sign and date the form once you have filled in this line. Completing this step helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 **Year(s) requested.** Enter the year(s) of the return transcript you are requesting (for example, "2008"). Most requests will be processed within 10 business days.

2011 ________ ________ ________

☐ Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return.

Note. *If the IRS is unable to locate a return that matches the taxpayer identity information provided above, or if IRS records indicate that the return has not been filed, the IRS may notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable.*

Caution. Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am the taxpayer whose name is shown on either line 1a or 2a. If the request applies to a joint return, **either** husband or wife must sign. **Note.** *For transcripts being sent to a third party, this form must be received within 120 days of the signature date.*

Phone number of taxpayer on line 1a or 2a

Sign Here

► **Signature** (see instructions) Date

► **Spouse's signature** Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 54185S Form **4506T-EZ** (Rev. 1-2012)

Section references are to the Internal Revenue Code unless otherwise noted.

What's New

The IRS has created a page on IRS.gov for information about Form 4506T-EZ at *http://www.irs.gov/form4506*. Information about any recent developments affecting Form 4506T-EZ (such as legislation enacted after we released it) will be posted on that page.

Caution. Do not sign this form unless all applicable lines have been completed.

Purpose of form. Individuals can use Form 4506T-EZ to request a tax return transcript for the current and the prior three years that includes most lines of the original tax return. The tax return transcript will not show payments, penalty assessments, or adjustments made to the originally filed return. You can also designate (on line 5) a third party (such as a mortgage company) to receive a transcript. Form 4506T-EZ cannot be used by taxpayers who file Form 1040 based on a tax year beginning in one calendar year and ending in the following year (fiscal tax year). Taxpayers using a fiscal tax year must file Form 4506-T, Request for Transcript of Tax Return, to request a return transcript.

Use Form 4506-T to request tax return transcripts, tax account information, W-2 information, 1099 information, verification of non-filing, and record of account.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on “Order a Transcript” or call 1-800-908-9946.

Where to file. Mail or fax Form 4506T-EZ to the address below for the state you lived in when the return was filed.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

If you filed an individual return and lived in:	Mail or fax to the “Internal Revenue Service” at:
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888 559-456-5876
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

Signature and date. Form 4506T-EZ must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506T-EZ within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506T-EZ exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. If you request a transcript, sections 6103 and 6109 require you to provide this information, including your SSN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506T-EZ will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form,** 9 min.; **Preparing the form,** 18 min.; and **Copying, assembling, and sending the form to the IRS,** 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506T-EZ simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Products Coordinating Committee
SE:W:CAR:MP:T:M:S
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.